



## **JOB DESCRIPTION**

Title: **GEOGRAPHIC INFORMATION SYSTEMS  
(GIS) SPECIALIST**

Department: Public Services

Class Code: 3265

FLSA Status: Non-Exempt

Effective Date: July 15, 1997 (Rev 07/02)

Grade Number: 20

## **GENERAL PURPOSE**

Under the general supervision of the City Engineer. Uses ArcInfo to design, implement and maintain a graphic information system including data base design and system interface for Public Services facilities.

## **EXAMPLE OF DUTIES**

- \*-- Develop and maintain a G.I.S. database for use in the implementation of Public Services facilities throughout Murray City. Develop computer interfacing, data conversion, and computer applications using ArcInfo, ArcView, and ArcGIS.
- \*-- Conduct complex analysis using ArcInfo or Arc GIS in a variety of projects ranging from network analysis to Address Matching for trouble calls.
- \*-- Design a variety of databases using data modeling techniques.
- \*-- Provide specifications for software and hardware to facilitate the need of the Public Services regarding GIS.
- \*-- Integrate multifaceted operations like transportation modeling, pavement management, storm water modeling.
- \*-- Conduct Public Services GIS conversion operations.
- \*-- Develop comprehensive documentation on all aspects of GIS.
- \*-- Provide support, and training for Public Services employees in the use of GIS.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from High School and two (2) years college or technical education on a GIS and three (3) years experience on GIS OR four (4) year college degree in Geography or related field, which has an emphasis in GIS and one (1) year experience on GIS OR equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah drivers license.
- Working knowledge of Windows Operating System.
- Working knowledge of GIS ArcInfo, ArcView, and ArcGIS.
- Working knowledge of AutoCad.

### Necessary Knowledge, Skills and Abilities

- Excellent knowledge of ArcInfo, ArcView, ArcGIS, AutoCad, Windows, RS/6000 and networking components. A conceptual knowledge of the IBM AS/400 preferred.
- Knowledge of implementing an ever changing, interactive GIS.
- Knowledge of Logical Data Modeling and relational data bases.
- Knowledge of TCP/IP for DOS, LapLink, etc.
- Good working knowledge of PC's and peripherals.
- Ability to develop GIS standards in operations and database design.
- Ability to interface different systems like ArcInfo, ArcGIS, ArcCad, ArcView, AS/400, etc.
- Ability to write AML's in ArcInfo, VB, VBA, and AVENUE, and ability to learn other languages, which are necessary to facilitate the GIS functions.
- Ability to create conversion specifications.
- Ability to maintain effective working relationships with other departments, supervisor, and employees.

- Establish quality control procedures and techniques.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; phone; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.